

MEETING MINUTES TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP

Wednesday, August 18, 2004

Meeting was held in the 1st Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

Present:

Members:

Alan Hull, Chairman, Department of Transportation
Sgt. John McIntosh, Department of Fish & Wildlife
Bob Schwent, Washington State Patrol
Don Miller, Emergency Management Division
Guy Cranor, GA/OSP
Dennis Hausman, Department of Information Services
Marc Johnson, Vice Chair, Department of Natural Resources
Jose Zuniga, Department of Corrections

Minutes:

Dana Little, Washington State Department of Transportation

Guests:

Scott Bream
Skip Osteeyee, Motorola
Kit Eldredge, M/A-Com
John Gallagher, Motorola

Introductions:

Attendees were asked to briefly introduce themselves. Dana was introduced as Kim Stoltz's replacement.

Approval of Minutes:

The meeting notes from 8/4/2004 were reviewed and approved by all members present.

Ratify Risk/Severity Matrix:

Minor changes were discussed and agreed upon to forward as corrected to the SAW group. Motion, Guy Cranor, Second, Sgt. McIntosh.

Continued discussion of Frequency Coordination Process:

Dennis will make the changes that were discussed in the 7/21 meeting and present at the next meeting.

MEETING MINUTES TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP

Overview Report DOC (McNeil Island) Partnership with the City of Tacoma:

Jose received the amendment to the report yesterday and has not yet reviewed it. It appears the consultant is urging groups to merge with the Tacoma system. There are other cities looking to merge as well. The plan is approved, but the specifics need to be detailed. It was decided to recommend to the SAW group to add to the SIEC SAW agenda the briefing paper.

“In a Perfect World...” A Proposed Radio Communications Plan for Washington State:

Sgt. McIntosh briefed and updated the group on the plan, which included a series of technical recommendations. The document will now be called “In a Semi-Perfect World...” It was agreed upon to have the proposed plan ready for review by the next special projects meeting on August 31st.

SIEC Involvement with products that are not licensed:

Dennis went to the system attorney general and found out that the unlicensed spectrum and the towers that operate them are linked to the SIEC who has the authority. It was decided to move this issue to the SAW group because this is a policy issue. There was a motion to table (Dennis) that was seconded by Jose.

Radio Caches:

Sgt. McIntosh, Bob Schwent and Jose Zuniga presented what was discussed in 8/17/04 Special Project meeting. They mentioned that the decision package was withdrawn. It was decided to go forward with making plans given that this will eventually be approved. Sgt. McIntosh agreed to create a memo plan/procedure for what has been decided so far.

License 5 Interoperability VHF Channel Pairs:

The SAW group approved to have EMD license frequencies statewide. SAW will put on the SIEC agenda.

CQ’S:

The CQ’s for Electronic Design Engineer and Electronics Engineer Manager have been made for the decision package. Alan still has some work to do on this, and will be ready at the next meeting.

Additional Information:

Dennis Hausman was going to make a list of the appointed members of the Technical Group to forward to the SAW group for approval.

Bob Schwent is requesting agenda items from members so that he can come up with a solid agenda for the technical meeting with the state agencies in November. This is necessary because of budget approval in order to send the entire division. This

MEETING MINUTES
TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP

technical meeting would involve training on equipment that is being used. It is also seen as an opportunity to get the state radio techs together to share information.

Dennis Hausman asked members for any communication plans or study plans that they may have for submission to Federal Engineering.

Alan Hull said Wireless needs a study. IBI is the consultant who is working on a one-year study. A draft form should be ready for the next technical work group meeting and will also brief the SAW group on this study at their next meeting.